

## School Name: The Delta Academy

### COMMUNICATION

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- *How will you communicate important information to families about the re-opening process?*
- *How will you communicate with students, families, staff and other stakeholders about the actions your school will be taking to keep people safe and healthy?*
- *How will you communicate with students, families, staff and other stakeholders about the actions individuals should take to protect themselves and others?*
- *What is your plan to ensure that Parents receive general updates regarding the district/school's implementation of distance education at least weekly? If English Learners comprise at least 10 percent of the student population, the school will be required to make these weekly updates available in any language that is the native language of at least 50 percent of English Learners enrolled in the charter school.*

The Delta Academy communicates important information to students, parents and staff members via mass emails. In addition to emails, we post all important information on the school's website and Facebook page. This allows all stakeholders to access safety and wellness information.

All students will be utilizing the Edgenuity curriculum for all courses. On-going progress reports are available to students and parents via the Edgenuity LMS. Parents are given the option of choosing from 13 different languages for these reports.

### RE-OPENING SCHOOL BUILDINGS

#### RE-OPENING APPROACH

- *How will your school building(s) re-open (see options in section 6 of Directive 022 and within the Path Forward Framework)?*
- *Will the school request a calendar adjustment as part of your re-opening approach?*
- *How will you approach re-opening for students whose families are not comfortable with them returning to school or who are identified as "vulnerable populations"?*
- *Under a hybrid learning model how would the school determine which students receive in-person instruction at which times?*
- *What circumstances/scenarios will warrant a change in the approach?*
- *If a change in approach is warranted, how will that transition be made?*

Plan A: The Delta Academy will be utilizing two instructional models. The first is the A/B hybrid model. This allows students to take online and traditional (in-person) classes simultaneously. Students whose parents want their child to physically attend school will be divided into two groups. Each group will attend classes on the Delta campus for face-to-face instruction two days a week from 8:00am – 3:08pm. Students must complete the remainder of the coursework online. During that time, teacher support is available Monday through Friday from 8:00am – 3:00pm via Zoom. A third day of in-person education is provided to students in need of additional support or assistance (i.e. students with IEPs, ELL, RTI, etc). Students whose parents who do not feel comfortable sending them to school will participate in Delta's online model of instruction. In this model, students will complete all of the course requirements online. This model allows the flexibility for students to complete the work anywhere at any time. Teacher support is available Monday through Friday from 8:00am – 3:00pm via Zoom and available face-to-face by appointment only.

Delta is requesting three additional PD days at the beginning of the school year (please see Attachment One). These additional PD days will be used to align the scope and sequence of our online

curriculum provider (Edgenuity) with the scope and sequence generated by CCSD's Curriculum Engine. Students will start school on August 17, 2020 instead of August 12, 2020. The last day of school will remain the same (May 26, 2021).

Regardless of the model, all students will be using Edgenuity. Hybrid students and online students will be following the same scope and sequence within the curriculum. Therefore, if we must transition back to the quarantine situation, the hybrid students can easily transition into the 100% distance education model. This is applicable to the opposite scenario as well. If all COVID-19 social distancing requirements are lifted, the hybrid students and the distance education students can easily transition to a five-day per week traditional model of instruction.

Backup Option B: If the Governor mandates a full quarantine, all Delta Academy students will be educated utilizing the distance education approach. The only difference from the aforementioned description is the removal of the face-to-face by appointment only component.

Backup Option C: If the Governor lifts all COVID-19 social distancing mandates, then Delta will revert to our original instructional models (traditional, hybrid and distance education).

#### **PHYSICAL HEALTH SCREENING**

- *How will you screen staff and students?*

When students, staff, parents and/or guests arrive, they will be checked in utilizing the Meridian Personnel Management Kiosk with temperature verification.

#### **PHYSICAL HYGINE**

- *How will you address and reinforce hand hygiene and respiratory etiquette?*
- *How will face coverings be used? Please refer to Emergency Directive 024 and the associated guidance which outline the requirements for face coverings.*

Delta's contracted health professional will teach and reinforce hand washing with soap and water for at least 20 seconds and increase appropriate monitoring to ensure adherence among students and staff.

Delta administration will teach and reinforce the use of cloth face coverings. Face coverings will be required to be worn by staff and students when physical distancing is difficult and encouraged to be worn during all other times. Individuals will be frequently reminded not to touch the face covering and to wash their hands frequently.

#### **SOCIAL DISTANCING**

- *How will you maintain social distancing in line with the Path Forward Framework, Governor's Emergency Directives, and Nevada Department of Education guidance?*
- *How will you transition as necessary when the prevailing guidance shifts in response to public health conditions?*

All student desks within the classrooms have been arranged so there is at least six feet of separation between desks. All lunchroom tables have been removed and replaced with chair-desk combos that have been arranged with six feet between each desk.

Since all students will be utilizing the same online curriculum, students can easily transition from the hybrid model to the online model and visa versa.

### **HUMAN RESOURCES**

#### **STAFF RETURN TO WORK**

- *How will staff return to work?*

- *How will you address circumstances where staff are not comfortable returning to work or are identified as “vulnerable populations”?*
- *How will your staffing approach ensure strong implementation of your overall re-opening approach?*
- *How will you prepare for the possibility of increased staff absences due to illness and ensure that staff who are sick are able to stay home?*

Please see Attachment 2.

**GOVERNING BODY AND SCHOOL LEADERSHIP ROLE**

- *How will you share consistent and up-to-date information with your governing body and school leadership?*
- *How and to what extent will the governing body and school leadership weigh in on key decisions?*

In addition to information posted on the school’s website, the school leadership and governing board receive email notifications regarding the school’s status. The school leadership, governing board, staff, families and community stakeholders are given the opportunity to weigh in on key decisions through board meetings and surveys.

**LOGISTICS**

**FACILITIES MANAGEMENT**

- *What adjustments will be made to the facility or use of the facility to support your re-opening plan and to minimize the risk of spreading COVID-19?*
- *How and how frequently will you clean and sanitize various parts of the facility to minimize the risk of spreading COVID-19?*

Classroom desks have been positioned six feet away from each other. The large cafeteria tables have been replaced by single student chair desk combos with six feet of space between them. Every classroom has antibiotic wipes and sanitizer stations. The lunchroom will be sanitized between the three lunch periods. Every classroom will be sanitized every evening.

**NUTRITION SERVICES/BREAKFAST & LUNCH**

- *How will the school adjust meal-time procedures to minimize the risk of spreading COVID-19?*
- *If the school provides meals, what precautions will be taken during meal preparation and service to minimize the risk of spreading COVID-19?*
- *How will the school ensure that students have access to nutrition services to which they are entitled?*

The large cafeteria tables have been replaced by single student chair desk combos with six feet of space between them. Students will wait at their desk in the lunchroom and they will be served a meal by school staff. All meal prep personnel will strictly adhere to guidelines set forth by the health department for prevention of spreading COVID-19.

Students on their “off day” can receive a bag lunch via a drive-through service at the school.

**TRANSPORTATION/ARRIVAL & DISMISSAL**

- *How will the school adjust arrival and dismissal to minimize the risk of spreading COVID-19?*
- *If the school provides transportation, what changes will be made to ensure social distancing, proper cleaning and sanitation, and overall mitigation of the risk of spreading COVID-19?*

The only change in the arrival procedures is that when students, staff, parents and/or guests arrive, they will be checked in utilizing the Meridian Personnel Management Kiosk with temperature verification and then go directly to their first period class.

Delta does not provide transportation.

#### **ATHLETICS/EXTRA-CURRICULAR ACTIVITIES**

- *How will the school adjust athletics and/or extra-curricular activities to minimize the risk of spreading COVID-19?*
- *If the school offers NIAA sports, describe your plan for athletics, which should comply with NIAA guidance.*

Delta does not offer any after school activities.

#### **INFORMATION TECHNOLOGY**

- *What technology resources are necessary to implement your re-opening plan?*
- *How will you ensure that the school has all necessary technology resources to support your re-opening plan?*
- *What actions will you take to expand access to technology and internet connectivity for students, families and educators?*

In order for this reopening plan to work, each student must have access to a device that can access the internet. Delta Academy has purchased enough Chromebooks so each student can be assigned one to use. Cox Communication is a long-time partner. They will provide low-cost internet to our current students which will be paid for by Delta Academy.

#### **WELLNESS AND RECOVERY**

##### **SOCIAL-EMOTIONAL LEARNING – TIER 1**

- *How will the school provide tier 1 (universal) social emotional supports to students?*

Each student attending Delta will be assigned to a House. Each House will have 25-35 students and a Delta Academy teacher. The teacher is responsible for the daily/weekly monitoring of his/her house's students' academic, social/emotional and physical health.

##### **TRAUMA-INFORMED PRACTICES – TIERS 1-3**

- *How will the school monitor students, staff and families who may be struggling and evaluate their social emotional needs?*
- *What tier 1 (universal) trauma-informed practices will be in place?*
- *What tier 2 and tier 3 additional supports will be available to support students, families and staff that may be in need of more intensive support?*

If the teacher believes one of the students in the house needs some additional support, the student will be referred to the school's social worker. From there, the social worker can access numerous community services for the student and the student's family.

#### **ACADEMICS – Path Forward Plan of Distance Education**

*(required for all schools not already approved by the Nevada Department of Education to provide full-time distance education to 100% of students)*

##### **INSTRUCTIONAL APPROACH**

- *How will instruction be provided to students (describe synchronous and asynchronous approaches, as applicable)?*
- *What accommodations will be provided to students without access to technology, which may include distance education through paper correspondence?*
- *How will the school ensure that students who are quarantined on the advice of local public health officials have access to distance education?*
- *How will the school ensure that a teacher attempts to contact each student via electronic means or by telephone at least once per day?*

- *How will teachers be accessible to students through the internet or by phone during the school's regular instructional hours?*
- *What adjustments will be made to specific courses to minimize the risk of spreading COVID-19, such as band, physical education, chorus, or certain CTE courses?*

Delta Academy has been utilizing a distance education instructional model for 13 years. We will continue to follow our NDE approved distance education plan (see Attachment 3).

**MEETING STUDENT NEEDS**

- *How will the school adapt to provide appropriate education for English Learners, students with IEPs and students with 504 plans?*
- *How will the school evaluate the efficacy of its implementation of distance learning in the spring of 2020 and determine the academic needs of students due to the disruption in in-person instruction?*
- *How will the school meet students' academic needs based on this determination?*
- *How will the school continue to evaluate the efficacy of their plan to meet students' needs and adjust, as needed?*

Students requiring additional academic support can attend a third day of face-to-face instruction with their teachers. The special education teachers will work with the general education teachers to modify the curriculum as necessary and will provide accommodations so all students have access to an appropriate education.

**ATTENDANCE AND ENGAGEMENT**

- *How will the school track student attendance in Infinite Campus?*
- *How will the school engage parents and families to communicate and reinforce the importance of attendance?*

Delta will continue to track student attendance as outlined in our approved distance education plan. All parents/guardians will have access to their child's progress within the Edgenuity LMS. When a student is not progress and/or attending class, the house leader will contact the parents to discuss and develop a plan to remove barriers preventing the student from progressing/attending class.

**PROFESSIONAL LEARNING**

- *What professional learning will be provided to educators and staff regarding high-quality distance education and health and safety requirements related to preventing the spread of COVID-19?*
- *Will the school request additional professional development days and if so, how will these professional development days be used?*

Delta's online curriculum provider (Edgenuity) is providing two days of PD to all of our teachers on best practices in distance learning on how to utilize all of the various communication tools and reporting functions embedded within the LMS.

Delta is requesting three additional PD days which will be used to align the scope and sequence of our online curriculum provider (Edgenuity) with the scope and sequence generated by CCSD's Curriculum Engine. This alignment will ensure students can move smoothly between in-person instruction utilizing social distancing protocols and distance learning utilizing the Edgenuity program.

**SUPPORTING PARENTS/FAMILIES**

- *What resources will be provided to parents/families so that they can support students?*

Parents/families will have access to a 24/7 customer support hotline provided by Edgenuity. Additionally, the parents can speak directly to a Delta teacher via Zoom from 8am – 3pm Monday through Friday.

# ATTACHMENT 1

**Nevada Department of Education  
Request for Additional Professional Development Days**



**Purpose:** This form supports district superintendents and charter school leaders in using up to an additional five (5) development days – beyond the 5 allowable under NAC 387.120(4) – during the 2020-21 school year to support the ongoing COVID-19 response and recovery.

**Certification:**

District/Charter School: The Delta Academy  
District/Charter School Leader Name: Kyle Konold

I do hereby certify:

- I have read and understand the purposes for which additional professional development days may be used during the 2020-21 school year;
- Additional professional development days will be mandatory for all licensed educational personnel; and
- Nutritional services will be provided on any days that were converted from instructional days to professional development days.

My district/school will convert 3 instructional days to professional development days. The dates of the additional professional development days are: 8/12/2020, 8/13/2020 and 8/14/2020

The dates of the district/school’s professional development days as included in the approved calendar submitted by May 1, 2020 in accordance with NAC 387.120 are: 8/28/2020, 10/5/2020, 11/3/2020, 11/23/2020 and 11/24/2020

In 2-3 sentences, describe the type of professional development you will be offering during the additional professional development days and indicate how the development learning is directly related to your district/school’s ongoing response to COVID-19. These additional PD days will be used to align the scope and sequence of our online curriculum provider (Edgenuity) with the scope and sequence generated by CCSD’s Curriculum Engine. This alignment will ensure students can move smoothly between in-person instruction utilizing social distancing protocols and distance learning utilizing the Edgenuity program.

  
\_\_\_\_\_  
Signature of District Superintendent / Head of School

  
\_\_\_\_\_  
Date

In accordance with the authority delegated to me per Governor’s Declaration of Emergency Directive 005, I hereby approve the above requested calendar revision:

\_\_\_\_\_  
Jhone M. Ebert, Superintendent of Public Instruction

\_\_\_\_\_  
Date

**Nevada Department of Education  
Request for Calendar Adjustment**



**Purpose:** This form supports district superintendents and charter school leaders who wish to delay the originally scheduled start of school to accommodate a longer period to plan for reopening.

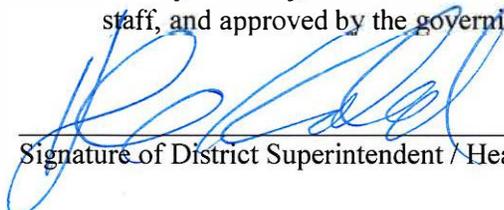
**Certification:**

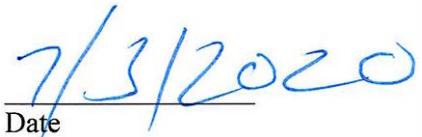
District/Charter School: The Delta Academy  
 School within district, if applicable: Clark County Sponsored Charter School  
 District/Charter School Leader Name: Kyle Konold

School Year 2020-21	Originally Approved (MM/DD/YY)	Requested Adjustment (MM/DD/YY)
<b>Start Date</b>	08/12/2020	08/17/2020
<b>End Date</b>	05/26/2021	05/26/2021

I do hereby certify:

- The requested adjustment to the start and end dates for the 2020-21 school year do not result in a change to the scheduled instructional time; and
- The requested adjustment has been communicated with the community, including parents and staff, and approved by the governing body.

  
 \_\_\_\_\_  
 Signature of District Superintendent / Head of School

  
 \_\_\_\_\_  
 Date

In accordance with the authority delegated to me per Governor's Declaration of Emergency Directive 005, I hereby approve the above requested calendar revision:

\_\_\_\_\_  
 Jhone M. Ebert, Superintendent of Public Instruction

\_\_\_\_\_  
 Date

# ATTACHMENT 2

# REOPENING DELTA ACADEMY

## General Guidance for COVID-19 and Employee Health

**All individuals should monitor their health and symptoms (fever, shortness of breath, etc.).**

Any individual who does not feel well or is symptomatic (fever, shortness of breath, etc.) should remain at home and away from others. Under no circumstances should any employee with any symptoms report to the workplace.

**When in public or at work, all persons should maximize physical distance from others.** Work locations will provide the appropriate size teams to support social distance and the personal space between individual employees should also be observed. Both supervisors and employees should constantly monitor for socializing and ensure the avoidance of groups. All Delta Academy team members should also monitor to avoid those circumstances that do not allow for appropriate physical distancing. Again, every individual is responsible for the safety and health of themselves and their employees.

**Individuals returning to worksites who may have any of the serious underlying health conditions as noted by the CDC, should take any and all precautions necessary to protect themselves, especially while they are in the workplace.** This may include (not all inclusive) maintaining social distances, following CDC recommended guidance for good hygiene and/or the wearing of proper equipment (masks) necessary to mitigate the contraction or spread of the COVID-19 virus.

**When an employee's responsibilities cannot be completed at home, then the employee should work with their supervisor and the appropriate department to identify appropriate leave opportunities whether paid or unpaid.** This may include available COVID-19 leave from the federal government, Delta Academy leave or perhaps leave which may be approved as an accommodation under the Americans with Disabilities Act Amendments Act ("ADA").

**All employees should minimize any non-essential travel.** If an employee does travel, they must report it to their supervisor so as to protect others and follow CDC guidelines regarding isolation and protection of your colleagues following travel.

**Individuals Should Continue to Practice Good Hygiene.** Employees should wash their hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces. Delta Academy team members should avoid touching their face or sneeze or cough into a tissue or the inside of your elbow. In addition, employees should disinfect frequently used items and surfaces as often as possible. Face coverings are permitted while in public or in the workplace but are not currently required.

**All Individuals Feeling Sick Should Stay Home.** Employees should not go to work or stay at work if they feel ill. Employees should contact and follow the advice of their medical provider. In addition, employees and supervisors should stay in contact and communicate often and openly discuss any return to work to support the health of other employees.

## **EMPLOYEE RETURN TO WORK GUIDANCE**

In preparation for a future time when employees who have been determined to have been diagnosed with, been exposed to, or cared for a family member or other individual who had COVID-19 and are asymptomatic and feel well enough and desire to return to work. We want our employees to return to work when they feel able, but all of us want to do so in a manner that is responsible and supports a healthy and safe workplace. This guidance was prepared using the latest CDC guidance and will be updated accordingly.

Employees are expected to notify their supervisor if they were isolated at home due to a positive COVID-19 diagnosis, had a potential exposure to COVID-19, or stayed home to care for a family member or other individual.

The next two questions relate to an employee's current condition.

**Question: Has it been at least 3 days (72 hours) since the employee has been symptom free?**

Answer: Yes or No

In this case, "symptom free" means no longer having a fever without the use of fever-reducing medication and no respiratory symptoms (e.g. cough, shortness of breath). Select "YES" if the employee reports themselves as symptom free for at least 72 hours or the employee never experienced symptoms.

**Has it been at least 14 full calendar days since the employee first experienced exposure or onset of symptoms?**

Answer: Yes or No

In this case a supervisor needs to determine if the minimum standard of at least 14 full calendar days since the onset of symptoms or exposure has been met? Select "YES" if it has been seven full calendar days since the exposure, onset of symptoms or the employee never showed any symptoms.

The last question requires a determination if an employee can return to work. The question is as follows

**Based on the employee's answers to the two previous questions and as supervisor for this employee, can the employee return to work?**

Answer: Yes or No

In order to answer "YES," to this question, the employee must be a "YES" to being symptom free for at least 3 days (72 hours) and must be a "YES" to being beyond fourteen (14) full calendar days since the exposure, onset of symptoms or did not suffer from symptoms at all.

**Set a Return Date:** The supervisor is required to finalize information and set a return date for the employee. Note that the return date, where possible, should be reached by mutual agreement. If an employee has a medical release (which will NOT be required) it can be requested in this section but is NOT a requirement to return.

## **Guidance as Employees Return to Work**

*These CDC recommendations will prevent most, but may not prevent all, instances of secondary spread. The CDC reports that the risk of transmission after recovery is likely substantially less than that during illness. All guidance is based upon current medical and scientific information and is subject to change based on updated CDC guidance.*

### **Supervisors should actively encourage and ensure the following standards are in place in work environments where employees are present:**

- Employees and Supervisors who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Supervisors should prepare for when employees return to work.
- Employees and Supervisors should ensure that all work spaces are cleaned and disinfected. This includes all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
- Supervisors and Employees should NOT talk about individual employees or any health related information.
- Employees and Supervisors should wash hands often with soap and water and if not available use hand sanitizer.
- Employees and Supervisors should enforce workplace social distancing, limit all group gatherings to under 10 people and keep conversational distances of at least 6 feet.
- Employees and Supervisors should cover the mouth and nose with tissue or sleeve when sneezing or coughing and dispose of the tissue after each use.

### **Supervisors should actively engage with ALL employees and be diligent in spreading the following information:**

- **Pre-Screen:** All employees must remain diligent about checking health status and symptoms before leaving for work. If ANY employee does not feel well or is displaying symptoms, they should remain at home.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or displaying other symptoms, they should be diligent about self-monitoring throughout the work day and at home. If ANY employee does not feel well or is displaying symptoms, they should remain at home.
- **Masks:** Employees may wear a face mask based on current CDC guidance, but they are not required.
- **Social Distance:** All employees should maintain 6 feet and practice social distancing as work

duties permit in the workplace.

## **Guidelines to Reduce Transmission among Employees**

### **Supervisors should actively encourage sick employees to stay home:**

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps:
  - **Stay home:** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
  - **Stay in touch with your doctor:** Call before you get medical care. Be sure to get care if you have trouble breathing, have any other emergency warning signs, or if you think it is an emergency.
  - **Practice home isolation:** Separate yourself from other people and pets in your home. You should stay in a specific “sick room” if possible, and away from other people and pets in your home. Use a separate bathroom, if available.

### **Supervisors should actively encourage and ensure the following standards are in place in work environments where employees are present:**

- Employees and Supervisors who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Employees and Supervisors should wash hands often with soap and water and, if not available, use hand sanitizer.
- Employees and Supervisors should enforce workplace social distancing, limit all group gatherings to under 10 people and keep conversational distances of at least 6 feet.
- Employees and Supervisors should cover their mouth and nose with tissue or sleeve when sneezing or coughing and dispose of the tissue after each use.

## **Return of an Employee from Home Isolation or COVID-19 Positive**

### **Supervisors should speak directly with any employee who desires to return to work from Home Isolation or a COVID-19 positive:**

- The return to work processes must begin by the employee notifying a supervisor of their desire to return to work.

- **Any date to return to work can only be established after an employee has been without symptoms for at least 3 days or 72 hours AND is beyond fourteen (14) full calendar days since the exposure, onset of symptoms or did not suffer from symptoms at all.**

- Employees and supervisors must discuss and determine if the employee meets the CDC guidelines of being without symptoms. Returning to work without symptoms includes:

No longer having a fever without the use of fever-reducing medications for three full days;

**AND**

No respiratory symptoms (e.g., cough, shortness of breath);

**AND**

At least 14 days have passed since symptoms first appeared;

#### **OPTIONAL (Not Required)**

A document or email from the SNHD approving the employee to return to work.

### **Return of an Employee after Caring for a Family Member or Other Individual**

**Speak directly with any employee who desires to return to work from caring for a family member or other individual who has been isolated at home or received a COVID 19 positive:**

- Employees who show no symptoms, but who have a sick family member isolated at home or with COVID- 19, should notify their supervisor and follow CDC recommended precautions.
- Any return to work processes must begin by the employee notifying a supervisor of their desire to return to work.
- **Any date to return to work can only be established after an employee has been without symptoms for at least 3 days or 72 hours AND is beyond fourteen (14) full calendar days since the exposure, onset of symptoms or did not suffer from symptoms at all .**
- Employees and supervisors must discuss and determine if the employee meets the following CDC guidance and criteria to return to work.

### **Return of an Employee Following Personal Travel**

- Delta Academy has restricted all business travel.
- As to personal travel, Delta Academy cannot prevent an employee from traveling for personal

reasons. However, Delta Academy must look out for the welfare of all employees and our work environments. Therefore employees must report any international or out of state travel during Phase One Reopening.

- **Any employee returning from international or out of state travel is either required to self-quarantine for 14 days upon return or provide a COVID-19 test demonstrating a negative result dated after their return to Nevada.**
- **In addition, any date to return to work can only be established after an employee has been without symptoms for at least 3 days or 72 hours**
- Both employees and supervisors should note that employees may work from home during the quarantine time if their job responsibilities can be met or they may take the appropriate leave during this time period.

### **Additional Reminders**

**As employees return to work, Supervisors should actively encourage and ensure the following standards are in place in work environments where employees are present:**

- Employees and Supervisors who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Supervisors should prepare for employees returning to work.
- Supervisors should routinely monitor health conditions of all individuals multiple times during the work day.
- Employees and Supervisors should take extra responsibility to ensure that all work spaces are cleaned and disinfected routinely. This includes all areas such as offices, bathrooms, common areas, and shared electronic equipment.
- Supervisors and Employees should NOT talk about individual employees or any health-related information.
- Employees and Supervisors should wash hands often with soap and water and, if not available, use hand sanitizer.
- Employees and Supervisors should enforce workplace social distancing, limit all group gatherings to under 10 people and keep conversational distances of at least 6 feet.
- Employees and Supervisors should cover the mouth and nose with tissue or sleeve when sneezing or coughing and dispose of the tissue after each use.
- Supervisors and Employees should wash hands often and frequently with soap and water and, if not available, use hand sanitizer.

**Supervisors should actively engage with ALL employees and be diligent in spreading the following information:**

- **Pre-Screen:** All employees must remain diligent about checking health status and symptoms before leaving for work. If **ANY** employee does not feel well or are displaying symptoms, they should remain at home.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or isn't displaying

symptoms, they should be diligent about self-monitoring throughout the work day and at home. If **ANY** employee does not feel well or is displaying symptoms, the employee should go home or remain at home.

- **Masks:** Employees may wear a face mask based on current CDC guidance. At this time, masks have been reported to possibly limit the spread from one person to the other.
- **Social Distance:** All employees should maintain 6 feet and practice social distancing as work duties permit in the workplace.

## PHASE TWO REOPENING

As expected, the Governor lifted our current phase of reopening and we are entering **Phase 2**. In preparation, this document and information contained herein is being provided to inform and support doing so in the safest manner. It is expected that as the Federal Government's phased approach to opening is implemented by the State of Nevada, that Delta Academy will respond and increase its operations accordingly.

**Note: During Phase 2 Delta Academy facility and offices will begin to increase its interactions with our constituents. It is expected that the vast majority of our work will continue to be done online and by telephone. While offices may be accessible to visitors by appointment, those appointments in Phase 2 will be the exception, not the rule. In addition, while all schools will remain closed for students, the main offices in our school buildings and other facilities will be expected to staff at appropriate ratios to increase the level of responsiveness to our stakeholders while maintaining strict adherence to social distancing and workplace safety requirements.**

Defined criteria to be satisfied before state proceeds with Phase 2:

SYMPTOMS COVID-19	CASES COVID-19	HOSPITAL STATUS COVID-19
Downward trajectory of influenza-like illnesses reported within a 14 day period, <b>AND</b> Downward trajectory of COVID-like syndromic cases reported within a 14-day period.	Downward trajectory of documented cases within a 14-day period, <b>OR</b> Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)	Ability to treat all patients with our crisis care, <b>OR</b> Robust testing program in place for at-risk healthcare workers, including emerging antibody testing.

As Phase 2 begins, additional employees will be returning to physical work locations to begin the work needed to resume operations and increase our responsiveness to the public. **It is the expectation of Delta Academy that most, if not all interactions with the public during Phase 2 be conducted, whenever possible, by phone or online. If access is required or granted to a member of the public to our offices and buildings, then such access must be by appointment only. Additional requirements for visitors are outlined in the following pages.**

These changes will mean additional diligence to support the safety and health of our employees and work environments. Every employee or visitor to our facilities, **MUST** be

reminded that we are responsible not only for our own health and safety, but that we must also be thorough in our personal examinations of health to ensure the wellbeing and safety of our colleagues and community.

The health and safety of every individual, our workforce and our community as a whole, depends upon compliance and adherence to this guidance and those of the health professionals. Phase 2 is not time to let down our guard. The COVID-19 virus and our Delta Academy response has been an evolving situation and it is incumbent upon all employees to stay abreast of all developments and communications. Employees are encouraged to ask any and all questions related to the virus as it may relate to working conditions and safety.

## **General Phase 2 Guidance**

**In Phase 2, where it is both feasible and aligned to business operations, employees can be allowed to continue with telecommuting (working from home) and should be advised of the ability to continue such practices.** In Phase 2 however, there are some positions where telecommuting is not feasible due to the nature of the work provided and expectations of potential visitors to building and office locations. As such, those employees who cannot be approved for telecommuting (work from home or other off site location) because of their job functions, may have the opportunity to explore available paid or unpaid leave options, depending upon their individual circumstances.

**In Phase 2, the recommended group size increases to less than fifty people (<50).** Work locations must still provide the appropriate size teams to support working social distance, personal space between individual employees, and continuing to support an employee's wishes to wear a mask. Both supervisors and employees should constantly monitor for socializing and ensure the avoidance of large groups. All Delta Academy team members should also monitor to avoid any circumstances that do not allow for appropriate physical distancing. Again, every individual is responsible for the safety and health of themselves and fellow employees.

## **PHASE 2 WORK GUIDELINES**

### **General Phase 2 Guidance for Employee Health**

**All individuals should continue to monitor their health and symptoms (fever, shortness of breath, etc.).** Any individual who does not feel well or is symptomatic (fever, shortness of breath, etc.) should remain at home and away from others. Under no circumstances should any employee with any symptoms report to the workplace (Appendix 1: CDC Poster Guidance).

**Effective Friday June 26, 2020, All individuals in work locations are expected to utilize a personal face covering in ALL public spaces.** That means all employees must cover their face from the time of arrival, until they reach their personal workspace/office. If employees can properly social distance in their personal workspace/office, they may remove their face covering.

Those employees working in the lobby or entrance area of all work locations **MUST** wear a face covering at all times. Any travel between offices, including breakrooms, hallways, parking location, etc. **REQUIRES** a face covering. We are all responsible for each other's health and safety. **Compliance with these expectations is not optional.** Supervisors are responsible to ensure compliance with the State of Nevada expectations as outlined in Directive 024.

**When in public or at work, all persons should maximize physical distance from others.** Work locations will provide the appropriate size teams to support social distance and the personal space between individual employees should also be observed. Both supervisors and employees should constantly monitor for socializing and ensure the avoidance of large groups. All Delta Academy team members should also monitor to avoid those circumstances that do not allow for appropriate physical distancing. Again, every individual is responsible for the safety and health of themselves and fellow employees.

**Individuals returning to worksites who may have any of the serious underlying health conditions as noted by the CDC, should take any and all precautions necessary to protect themselves, especially while they are in the workplace.** This may include (not all inclusive) maintaining social distances, following CDC recommended guidance for good hygiene and/or the wearing of proper equipment (masks) necessary to mitigate the spread of the COVID-19 virus.

**When an employee's responsibilities cannot be completed at home, then the employee should work with their supervisor and the appropriate department to identify work at home or the appropriate leave opportunities whether paid or unpaid.** This may include available COVID-19 leave from the federal government, Delta Academy leave or perhaps an approved accommodation under the Americans with Disabilities Act Amendments Act ("ADA").

**Individuals should continue to practice good hygiene.** Employees should wash their hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces. Delta Academy team members should avoid touching their face and sneeze or cough into a tissue or the inside of your elbow. In addition, employees should disinfect frequently used items and surfaces as often as possible. Face coverings are permitted while in public or in the workplace, but are not currently required (Appendix 2: CDC Hygiene Posters).

**All individuals feeling sick should stay home. Under no circumstances should an employee go to or stay at work if they feel ill.** Employees should contact and follow the advice of their medical provider. In addition, employees and supervisors should stay in contact and communicate often and openly discuss any return to work to support the health of other employees

**When in public or at work, all persons should maximize physical distance from others.** Work locations will provide the appropriate size teams to support their own social distancing and ensure the required personal space between individual employees is observed. Both supervisors and employees should constantly monitor for socializing and ensure the avoidance of large groups.

All Delta Academy team members should examine their public spaces where appointments could gather to ensure appropriate physical distancing (6ft). These numbers should be strictly monitored for compliance.

## **Guidance for Visitors**

### Prior to Accepting Visitors

**While the guidance that follows may seem stringent and inflexible, it in no matter or means precludes every Delta Academy employee from acting in support of providing superior customer service.**

**All business with the public, whenever possible, should be conducted over the phone or online. In cases where this is not possible, the following requirements should be in place.**

**Appointments should only be arranged when the business to be conducted cannot take place on the phone or online. Appointments should be the exception, not the rule in Phase 2.**

**All Visitors requesting an appointment must be explicitly informed of the following requirements.**

Visitors **must be explicitly informed** that they will be asked questions about their health, visitation requirements for social distancing and the requirement to use a mask or face covering.

Visitors **must be explicitly asked** if they have vulnerable conditions related to themselves or family members they reside with. If they answer in the affirmative then the person should be directed to wait until later reopening phases to resolve the matter.

Visitors **must be explicitly informed** they **may** have to submit to a temperature check. Persons with a temperature above 100.4 will be rescheduled.

Visitors **must be explicitly informed** they will have to answer a Visitor Questionnaire and Acknowledgement prior to or immediately upon entering the building or office location. The form and its requirements should be explained.

Visitors **must be explicitly informed** that they are expected to be on time for the scheduled appointment.

Visitors **must be explicitly informed** to call the provided office number upon arrival to the locations to ensure appointments are still on time and the reception area and staff are prepared prior to approaching the building. **If the visitor is more than 5 minutes late for the appointment, then the appointment may be rescheduled for another date and time.**

**Visitors must be explicitly informed that access to the facility will be denied if they fail to complete the Visitor Questionnaire and Acknowledgement, feel sick or do not have a mask or face covering.**

### Prior to Entering the Facility

**All Visitors requesting an appointment must be explicitly informed of the following requirements.**

Visitors **must** call upon arrival to the location to ensure the lobby or location are prepared for their arrival. **If the visitor is more than 5 minutes late for the appointment, then the appointment may be rescheduled for another date and time.**

While on the phone, persons with an appointment **must explicitly state** that they feel well and are asymptomatic (no fever, shortness of breath, etc.). If they cannot meet this criteria, they must be rescheduled.

While on the phone, persons with an appointment **must be reminded of the requirement for social distancing and confirm they have a mask.** If they cannot meet this criteria, they must be rescheduled.

Visitors **must be explicitly informed** that they may have to submit to a temperature check and will be required to answer a Visitor Questionnaire and Acknowledgement prior to or immediately upon entering the building or office location. Failure to do so will prevent the visitor from keeping their scheduled appointment.

### Following the Appointment

All visitor and scheduled appointment information for each day must be collected and preserved in case the information is needed by the Southern Nevada Health District (SNHD) at a later time.

If a visitor self-reports illness after their visit, based on the Visitor Questionnaire and Acknowledgement form and will be sent to SNHD health contacts to confirm and determine next steps as required by the health district.

### **Additional Guidance**

**These processes and expectations included within this document should be repeated as many times as necessary based on the number of shifts or phases being utilized.**

The return for employees should include safety gatherings and constant communications related to the safety protocols of COVID-19. These safety meetings should review all necessary guidance and workplace information for the employees. Information must include, washing of hands, staying or going home if not feeling well, social distancing, health monitoring, and other expectations for a safe and healthy work environment.

All employees should be reminded that based on the length of closure that the environments they are working in are now considered safe by CDC and SNHD guidelines. Keeping them safe will require everyone's constant and consistent efforts. All individuals should be reminded that employee safety is related to a common approach where everyone is responsible to protect themselves and their fellow employees.

All employees should be made aware that the guidance related to a phased reopening may change and they should monitor email and other means of school communication. The COVID-19 virus and our Delta Academy response has been an evolving situation and it is incumbent upon all employees to stay abreast of all developments and communications.

## **Ongoing Expectations**

As with all phases, plans for operations for all work locations must be constantly reviewed and revised. The organizational situations and guidance related to COVID-19 will continue to evolve and require work locations to change and adjust plans of operation. Work location supervisors must be cognizant and aware of changing guidance and be ready to make necessary changes to support employee safety and the safe operations of the workplace.

In all cases, communication strategies and processes must continue to be open and transparent. In these times, supervisors will have to create opportunities for additional communication in person or via email, phone and text to ensure information flows directly to impacted employees. Supervisors should assist in providing information to support the new workplace environment and aim to diminish employee fears and concerns.

In addition, communication from the employees to supervisors must also be established and maintained as a workplace priority. All employees and supervisors should be encouraged to ask any and all questions they have concerning procedure and conditions in the work environment. The COVID-19 virus and our Delta Academy response will continue to evolve and change and it is incumbent upon all employees to stay abreast of all developments, keep lines of communication open and create an environment where dialog can occur.

# ATTACHMENT 3

**BRIAN SANDOVAL**  
*Governor*

**STEVE CANAVERO, Ph.D.**  
*Superintendent  
of Public Instruction*

STATE OF NEVADA



SOUTHERN NEVADA OFFICE  
9890 S. Maryland Parkway, Suite 221  
Las Vegas, Nevada 89183  
(702) 486-6458  
Fax: (702)486-6450  
[www.doe.nv.gov/Educator\\_Licensure](http://www.doe.nv.gov/Educator_Licensure)

DEPARTMENT OF EDUCATION  
700 E. Fifth Street  
Carson City, Nevada 89701-5096  
(775) 687 - 9200 • Fax: (775) 687 - 9101  
<http://www.doe.nv.gov>

November 2, 2018

The Delta Academy  
818 West Brooks Ave.  
North Las Vegas, NV 89030

Dear Dr. Kyle Konold,

A thorough review of the Delta Academy's amendment to your distance education plan has been completed. This is official notification that Delta Academy is approved to operate the distance education program as submitted to the Department of Education. All Edgenuity courses included in the application are approved for use.

Because your current 3 year application will expire June 30, 2019, Delta Academy's program is approved from November 1, 2018, through June 30, 2022. Approved Distance Education programs are in effect for three years. If your school makes significant changes to your Distance Education programs, updates to the currently approved plan will be required.

As a point of information, all courses that have been approved as part of a distance education program in Nevada are to be included on the "State Approved" list of distance education courses.

If you have any questions regarding the implementation of the program as it relates to statutory or regulatory requirements, or if you have any questions or concerns, please feel free to contact me at (775) 687-7288.

Sincerely,

A handwritten signature in black ink that reads "Tracy Moore".

Tracy Moore  
Distance Education Programs Professional

TM/kjw

cc: Kristine Nelson, Director, Office of Career Readiness, Adult Learning & Education Options  
Michael Shafer, Chief Auditor

# DISTANCE EDUCATION PROGRAM RENEWAL

## APPLICATION COVER PAGE

### CERTIFICATION

I HEREBY CERTIFY that, to the best of my knowledge, the information contained in this renewal application is accurate and that the distance education program will be operated as described in the application. As the authorized representative of the school district or charter school submitting the application, assurance is provided to the Department of Education that the persons who operate the program on a day-to-day basis will comply with and carry out all applicable requirements, statutes, regulations, rules and policies of the school district or charter school.

Name and Signature of the school district superintendent, charter school principal or other appropriate designee of the applicant authorized to submit this application must be provided below:

Name and Title: Kyle Konold, Superintendent

Signature



Indicate the date the applicant's board of trustees, governing body or committee to form a charter school met to approve the submission of this renewal application: Sept 18, 2018

### APPLICANT INFORMATION

Applicant (Name of Charter School) <b>THE DELTA ACADEMY</b>	Mailing Address (Street, P.O. Box, City/Zip) <b>818 WEST BROOKS AVE NORTH LAS VEGAS, NV 89030</b>
Name and title of authorized contact person <b>KYLE KONOLD SUPERINTENDENT</b>	Telephone number of authorized contact person <b>702-396-2252</b> Fax Number: <b>702-396-0848</b> Email address: <b>Kyle.Konold@DeltaAcademyLV.com</b>

Date Received By Department:

**Section 1: Identify all distance education courses that will be offered as part of the distance education program.**

**Delta Academy Middle School Course List**

**Vendor – Edgenuity**

**Courses:**

Algebra I
Career Explorations
Computer Literacy (MS)
English Language Arts 6
English Language Arts 7
English Language Arts 8
Geometry
Healthy Living
Lifetime Fitness
Literacy & Comprehension I
Mathematics 6
Mathematics 7
Mathematics 8/MS Pre-algebra
MS Civics Government and Economics
MS Geography
MS US History
MS World History
Online Learning & Digital Citizenship
Science 6
Science 7
Science 8
Spanish 1
Spanish 2

**Delta Academy High School Course List**  
**Vendor: Edgenuity**

**Courses:**

Accounting
ACT Prep
Algebra I
Algebra I Honors
Algebra II
Algebra II Honors
AP Calculus AB
AP English Language and Composition
AP English Literature and Composition
AP French Language & Culture
AP Environmental Science
AP Human Geography
AP Psychology
AP Spanish Language & Culture
AP U.S. History
AP U.S. Government and Politics
AP World History
Approaches to Studying Religions
Art History I
Biology
Biology Honors
Career Planning & Development
Chemistry
Chemistry Honors
Chinese I
Chinese II

<b>Civics and Economics Honors</b>
<b>Classic Novels &amp; Author Studies</b>
<b>College Algebra</b>
<b>Computer Applications: Office 2010</b>
<b>Computer Literacy (HS)</b>
<b>Concepts in Probability and Statistics</b>
<b>Conflict Resolution</b>
<b>Contemporary Health</b>
<b>Digital Arts</b>
<b>Earth Science</b>
<b>Earth Science Honors</b>
<b>Economics</b>
<b>English Language Arts 10</b>
<b>English Language Arts 10 Honors</b>
<b>English Language Arts 11</b>
<b>English Language Arts 11 Honors</b>
<b>English Language Arts 12</b>
<b>English Language Arts 12 Honors</b>
<b>English Language Arts 9</b>
<b>English Language Arts 9 Honors</b>
<b>Environmental Science</b>
<b>Expository Reading and Writing</b>
<b>Financial Math</b>
<b>Foundations of Personal Wellness</b>
<b>French I</b>
<b>French II</b>
<b>French III</b>
<b>Geometry</b>
<b>Geometry Honors</b>

<b>German I</b>
<b>German II</b>
<b>Health Science Concepts</b>
<b>High School Pre-Algebra</b>
<b>Human Biology</b>
<b>IDEA Writing</b>
<b>Introduction to Art</b>
<b>Introduction to Art History</b>
<b>Introduction to Business</b>
<b>Introduction to Coding</b>
<b>Introduction to Communications &amp; Speech</b>
<b>Introduction to Entrepreneurship</b>
<b>Introduction to Health Science</b>
<b>Introduction to Information Technology</b>
<b>Introduction to Psychology</b>
<b>Introduction to Sociology</b>
<b>Introduction to Statistics</b>
<b>Latin I</b>
<b>Latin II</b>
<b>Literacy &amp; Comprehension II</b>
<b>Macroeconomics</b>
<b>Mathematical Models with Applications</b>
<b>Mathematics I</b>
<b>Mathematics II</b>
<b>Mathematics III</b>
<b>Medical Terminology</b>
<b>Microeconomics</b>
<b>Microsoft Office Specialist</b>
<b>Modern World History</b>

Personal Finance
Pharmacy Technician
Physics
Physics Honors
Precalculus
Project Management
Projects in Audio Engineering
Projects in Game Design
Psychology
Sociology
Spanish I
Spanish II
Spanish III
Strategies for Academic Success
Trigonometry
U.S. Government
US History
US History Honors
Visual Communications
World Geography
World History
World History Honors

**Section 2. Describe the process that will be used to enroll students in the distance education program.**

All students attending Delta Academy will be enrolled as full-time students. They will be enrolled in the same manner as any student in terms of following all applicable State laws and regulations for enrolling students in a public school. The Delta Academy serves a target

population of students who are deemed at-risk. Student eligibility for enrollment will be documented through a form developed by The Delta Academy that lists all categories that qualify a student for enrollment in a distance education program. Parents/Guardians will be required to fill out the form at the time of enrollment and will check any category or categories that apply. Any student who does not qualify under distance learning categories will need to petition the administration for approval for enrollment. Our delivery model, which includes face to face instruction, allows students to attend school up to three nights each week to get help from their instructors. The weekly instruction will include certified teachers in all curriculum areas that can answer questions and deliver instruction.

Before the student is considered for the distance education program, the student, the parent/guardian, and a representative of the school must meet to discuss the supervision required for online learning, attendance requirements, clarify the rules, and sign the distance education contract. The conference will be used to determine if the student is a suitable candidate for distance education. The orientation packet will outline rules for continued enrollment in the distance education program. Weekly checks will be conducted to insure the success of each online student. The weekly checks include attendance, weekly progress, overall progress, and consultation.

All students must be enrolled in six classes for full-time status. Students and parents will sign a distance education contract stating: 1) Full time students will spend a minimum of 5.5 hours a day online working in the coursework assigned; 2) Students will have one full semester to complete the course work assigned to them; 3) The parent will actively monitor student progress and contact the teacher or administrator if any issues arise and; 4) The teacher, student and parent agree to be in two way contact with the teacher and/or administrator no less than one time per week to discuss all courses and assignments assigned to the student.

The grading scale will be discussed with remediation offerings, and the importance of discussing any questions or concerns early on in the course offerings.

Each student also is expected to participate in all state and district wide testing. This includes all benchmark testing as well as End of Course exams, Science Proficiency Test, the ACT (for Juniors) and SBAC testing.

The student's enrollment packet will be processed and the student enrolled into the Edgenuity program of approved courses. All of the expectation forms, distance education agreements, and enrollment forms are kept on file in the school front office. The student is placed in the Edgenuity program where electronic files are maintained for proof of attendance, course progress and course grades.

**Section 3: Provide an explanation of how the school district or charter school will document each pupil's attendance and participation in courses offered through the distance education program.**

The importance of regular log-in attendance manifests itself in the acknowledgement of the responsibility for each individual student to faithfully honor the process of learning. The Delta Academy will strive for consistently high academic on-task responsibility rates. The Delta Academy will identify and promptly address all situations that could prevent or hinder regular attendance to all learning responsibilities. Since the school work will be completed on-line, the teachers will be required to accurately track student progress. The number of days attended will be determined by the licensed teacher according to the time spent in face to face instruction, the amount of time the student has worked on the computerized instructional program and the work completed outside the computerized instructional program including all reading and writing assignments given by the teacher. Attendance at face to face instruction sessions is the most important and prevalent form of weekly communication between teacher and students in the program. If a student is unable to attend his or her weekly class meeting, he or she may come in another day of the week. If that is not possible, the teacher or administrator will make a phone call to the student to review the assignments and answer any question the student may have. If unable to reach the student by phone, the staff will email the student with the particulars of their assignments and remind them to contact the school with any questions. Weekly attendance will be kept by the administrator and the registrar will be informed of weekly absences. The weekly attendance will then be entered into the Infinite Campus school attendance system.

Students are expected to complete the courses within one semester. Each student must achieve a final grade of 60% or high in any given course. Each student will have 90 days to complete their semester courses if he/she enrolls on the first day of the semester. Students that transfer into The Delta Academy will have their work adjusted to fit the amount of time left in the semester provided they have passing transfer grades. If the students do not complete the coursework in the allotted time, they will be issued a failing grade for the course at that time. All students must have a minimum of 6 credits per school year.

Student attendance in each course is electronically recorded through the Edgenuity Learning Management System by the minute. The student, parent, teacher and staff are able to check progress in each course log via their log-in. Reports of student activity or inactivity can be printed at any time for verification and attendance taking.

Students are able to access a message system through the Edgenuity website that enables them to contact their instructor. Teachers will keep electronic records for each time the student makes contact, and for each time they send the students a message. Contacts with the parent are also kept electronically within the same system.

Teachers will contact the students regarding course progress, assignments, difficulties both academic and technical and anything that might concern the student and/or teacher regarding coursework.

Students who are not making contact, completing assignments on time, or continuing at the pace discussed at the intake meeting will be contacted by the teachers and/or the administration. If a staff member cannot make contact within 10 school days, the student will be blocked from their coursework. The student will then be withdrawn from the distance education program. If they return to the school after being withdrawn, they will be required to re-register. Clark County School District truancy policies will be followed. If contact is made, a phone conference or meeting will be set up in order to discuss the student's education plan, progress towards initial goals set, and possible interventions in assisting students in meeting those goals. Parents are asked to inform a staff member of any sickness, family crisis, or other issues that would prevent their child from working online. All contact with students/parents will be documented in the student logs kept in the electronic folders.

**Section 4. Describe the plan that will be followed for assessing the achievement of students enrolled in the distance education program.**

All courses offered by The Delta Academy have required unit exams and final exams. Students must take their unit exams and final exams on the school's campus and proctored by their licensed teacher. Minimum performance criterion on exams is 60%. Students will be required to take all standardized tests required by the State of Nevada. This will give the school a tool to measure and analyze its results. State-mandated standardized tests will be administered on The Delta Academy campus following the same guidelines outlined by the state. The test will be administered by licensed staff of the school in the classrooms at the school following all legal protocol and guidelines.

**Section 5. Describe how the school district or charter school will document successful course completion and the awarding of course credit to students.**

Licensed teachers will be responsible for assigning and grading all coursework. Students will be required to meet all expectations and standards in the course syllabi. In order to pass each course, students will have to take the mid-term and final examination and successfully complete all assigned course work. The Delta Academy calendar consists of 180 instructional days. Classes will run for the length of the semester to keep students on a consistent timeline and allow for students transferring into or out of The Delta Academy to do so in as seamless a manner as possible. The Delta Academy will provide a complete transcript and record keeping service. All student records will be kept within a secure system. Transcripts will be available to students upon completion of each semester. The student may contact The Delta Academy at any time for the most current copy of school records. Official transcripts will be sent to middle schools or high schools upon written request.

Students and parents have online access to Edgenuity and Infinite Campus. They are able to login in and view progress reports complete with percentage completed and current grades. Teachers, counselors and administrators also have access to online progress reports and can run complete reports at any time.

**Section 6. Describe how the school district or charter school will monitor the progress of students enrolled in the program.**

The program will feature weekly direct instruction with a licensed teacher. Every student is requested to attend face-to-face classes for three hours, one day, every week. However, students may attend all open lab sessions (Monday, Tuesday and Thursday from 3:30pm until 6:30pm). Additional lab time can be scheduled on an individual basis Monday through Friday from 8:00am to 3:00pm. The rest of the students' time will be spent working on the computer-based curriculum and other teacher assigned activities. Electronic reports are ran weekly that show student progress which allows for teachers to monitor the progress being made by the students on a regular basis. Also, students must complete and submit assignments on a daily basis via the computer. If, while working at home, a student runs into a problem or has a question, the teachers are available for assistance either in person or electronically except when they are actively teaching on campus. Teachers will contact parents/guardians when students are not following through with their responsibilities of completing assignments in a timely manner or having trouble keeping up. In addition to instructional support provided on an ongoing basis from our teachers, we also provide technical and computer support. The Delta Academy will provide access to technology specialists who will provide help desk support, trouble shooting of computer problems and assistance in accessing the online curricular materials. The school also assists students with loaner computers to help make the program accessible if the student could not otherwise afford to participate.